**Bromwich and Smith 2019 Personal Income Tax Returns**

**IF YOU HAVE RECEIVED THIS LETTER AND ARE SELF EMPLOYED, PLEASE DISREGARD THIS MAILING. THE TRUSTEE WILL NOT BE FILING YOUR 2019 POST BANKRUPTCY TAX RETURN.**

This letter is to remind you that we will be preparing your 2019 Pre and Post Bankruptcy income tax returns. We have enclosed a 2019 Personal Tax Questionnaire/Checklist. Please provide the DOCUMENTATION requested from the right side of the Questionnaire. The Tax Questionnaire/Checklist and any required forms are available from our website: <https://www.bromwichandsmith.com/tax-forms/>

We require the following **no later than March 15, 2020** so that your returns may be completed on time.

* completed questionnaire/checklist (enclosed)
* all of your T-slips
* all other tax receipts & documentation
* line 236 from spouse’s/partner’s tax return

It is your responsibility to obtain and submit to our office **ALL the T-slips and other documentation necessary to complete your taxes**. Information must be submitted **all together, at one time. *Please do not submit partial information.***  This ensures that we do not miss important items when completing your returns or that you receive an unnecessary tax bill.

We do not require originals of any documents. Our preference is that you scan, email, photocopy or fax your documents to our office. You may also mail or drop off your documents to our office(s). Please ensure all copies/scans are clearly legible including dates and amounts.

Please be advised that failure to provide all necessary tax information in the prescribed time frame may lead to additional costs in your bankruptcy, and delay your discharge**.**

Bromwich & Smith Inc.

Per:

Taxes@BromwichandSmith.com

1-855-884-9243